

205. Lock-out and Tagging of Power Sources

1. Employees are required to lock-out and tag the main source of power before any maintenance, inspection, cleaning, adjusting, or servicing of equipment or systems (electrical, mechanical or other) that requires entrance into, or close contact with, machinery, equipment or systems that have potential to cause injury or death. The lock-out shall be of a technique that physically prevents a reactivation of a main power source by means of padlocks, blank flanges, padlock-with-chains, or similar devices, and accompanied by a tag that has the installer's full name, shop, phone number and date of installation.
2. In any instance where a physical lock-out of the main power source is not possible, a "watch stander" is required to be located at the control device for the duration of any work efforts. Employees performing the work are responsible for complying with either the physical lock-out or the watch-standing arrangement.
3. Supervisors are responsible for training or reviewing lock-out/tagging procedures with each employee not less than on an annual basis and each training/review session shall be documented accordingly. Documentation will include the signature of each employee as confirmation that training/review of lock-out/tagging has been conducted and understood.
4. Every shop that conducts work involving electrical, mechanical, hydraulic, pneumatic, or any potentially harmful power source is required to conduct training/review sessions.
5. New employees are to receive training prior to any work assignment. Typically, this is to be done during shop check-in.
6. All employees required to perform lock-out/tagging will be furnished appropriate locks and tags at all times. Each employee required to perform lock-out/tagging will also be furnished with the OSHA Standard Requirements For Locking and Tagging Guide for reference. Respective shop foremen are responsible for providing and maintaining an appropriate supply of items.
7. The Directors of Utilities and Maintenance and Repair Branches are responsible for implementing, verifying, and associated record-keeping requirements to ensure compliance with the procedures as described in this paragraph.

